



# Treasury Financial Manual

Transmittal Letter No. 687

Volume I

To: Heads of Government Departments, Agencies, and Others Concerned

## 1. Purpose

This transmittal letter releases new TFM Volume I, Part 4A: Payment-Related Activities Within the Authority Granted to the U.S. Chief Disbursing Officer (CDO). It prescribes procedures for payment-related activities within the CDO's authority and includes the following chapters:

- Chapter 1000—Introduction
- Chapter 2000—Overall Disbursing Rules for All Federal Agencies
- Chapter 3000—Requirements for Scheduling Payments Disbursed by the Financial Management Service (FMS)
- Chapter 4000—Requirements for Non-Treasury Disbursing Officers (NTDOs)

## 2. Rescission

This transmittal letter also rescinds the following TFM Volume I releases:

Release	Title	Reason for Rescission
Part 3, Chapter 1000	Introduction	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 2000.
Part 3, Chapter 2000	Payroll Vouchers	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 2000.
Part 4, Chapter 1000	Introduction	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 1000.
Part 4, Chapter 1100	Delegations and Designations of Authority for Disbursing-Related Functions	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 3000.
Part 4, Chapter 1500	Treasury's Electronic Funds Transfer (EFT) Requirement	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapters 2000 and 3000.
Part 4, Chapter 2000	Payment Issue Disbursing Procedures	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 2000.

<b>Release</b>	<b>Title</b>	<b>Reason for Rescission</b>
Part 4, Chapter 3000	Third-Party Draft Procedures for Imprest Fund Disbursing Activities	U.S. Debit Card is promoted as the payment vehicle to replace third-party drafts. See TFM Volume I, Part 4A, Chapter 3000.
Part 4, Chapter 9000	Foreign Exchange	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 3000.
Part 4, Chapter 10000	Delegation of Disbursing Authority	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 4000.
Part 6, Chapter 2000	Cash Advances Under Federal Grant or Other Programs	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 2000.
Part 6, Chapter 6000	Payment Procedures Upon Expiration of an Appropriation or a Continuing Resolution	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 2000.
Bulletin No. 2003-04	Implementation of Executive Order 13224, Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 2000.
Bulletin No. 2005-07	Instructions for Submitting Vendor Payment Requests	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 2000.
Bulletin No. 2006-07	Guidance on Federal Program Agencies (FPAs) Making Postage Payments to the U.S. Postal Service (USPS)	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 2000. Electronic funds transfer requirements encompass this subject matter.
Bulletin No. 2007-05	Federal Agency Electronic Data Interchange (EDI) Payments Subject to Offset Through the Treasury Offset Program (TOP)	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 2000.
Bulletin No. 2012-05	Emergency Certification of Payments When the Secure Payment System (SPS) is Unavailable	TFM guidance has been updated and incorporated into TFM Volume I, Part 4A, Chapter 3000.
Bulletin No. 2013-01	Non-Treasury Disbursing Officer (NTDO) Report for Daily Disbursement Forecasting	TFM guidance has been incorporated into TFM Volume I, Part 4A, Chapter 4000.

This transmittal letter is effective immediately.

## 5. Inquiries

Direct any questions concerning this transmittal letter to:

Chief Disbursing Officer  
Financial Management Service  
Department of the Treasury  
Liberty Center, Room 335  
401 14th Street, SW.  
Washington, DC 20227  
Telephone: 202-874-6800

Payment Management  
Financial Management Service  
Department of the Treasury  
Liberty Center, Room 358  
401 14th Street, SW.  
Washington, DC 20227  
Telephone: 1-855-868-0151

A handwritten signature in dark ink, appearing to read 'D. Lebryk', with a stylized flourish at the end.

Date: December 6, 2012

David A. Lebryk  
Commissioner

## Part 4A—Chapter 1000

# Introduction

### Part 4A: Payment-Related Activities Within the Authority Granted to the U.S. Chief Disbursing Officer (CDO)

#### Section 1010—Scope and Applicability

This part is divided into four Treasury Financial Manual (TFM) chapters. This chapter provides an overview of Part 4A. Chapter 2000 addresses overall disbursing rules for all Federal agencies. Chapter 3000 addresses disbursing procedures for scheduling and classifying domestic and international payments disbursed by the Financial Management Service (FMS). Chapter 4000 addresses requirements for Non-Treasury Disbursing Offices (NTDOs).

The guidelines in this part apply to:

- Certifying officers of all Federal agencies, including Government corporations;
- Disbursing officials under the Department of the Treasury (Treasury);

AND

- Agency disbursing officials who exercise disbursing functions under specific statutory authority, or authority delegated by Treasury.

#### Section 1015—Authority

Specific governmental authorizations are provided in the Authority paragraph of each chapter.

#### Section 1020—Contacts Page

The Contacts page of each chapter directs users to the organization(s) responsible for the technical content of the chapter. The first contact is the area with ownership responsible for the chapter. If the chapter contains specific or technical material relating to other areas, the Contacts page also includes the contact information for those areas.

For questions regarding a TFM chapter, users should contact the responsible area listed on the Contacts page.

#### Section 1025—Electronic Forms

In compliance with the Government Paperwork Elimination Act requirement that Federal agencies provide electronic options for transactions with

Government, FMS has done the following:

- Created electronic formats for data submissions to and transactions with Treasury.
- Supported a business environment where electronic processes are becoming more common.
- Developed a Web site at <http://www.fms.treas.gov/forms.html> that includes some FMS-produced forms to support products and services.

Unless exempted by law or FMS, all departments and agencies use standard accounting and reporting forms and related procedures, including those prescribed by the Government Accountability Office.

#### Section 1030—Distribution

Users may access the TFM via the Internet at <http://www.fms.treas.gov/tfm>.

# CONTACTS

## ***Direct inquiries concerning this part to:***

Chief Disbursing Officer  
Financial Management Service  
Department of the Treasury  
Liberty Center, Room 335  
401 14th Street, SW.  
Washington, DC 20227  
Telephone: 202-874-6800

Payment Management  
Financial Management Service  
Department of the Treasury  
Liberty Center, Room 358  
401 14th Street, SW.  
Washington, DC 20227  
Telephone: 1-855-868-0151